

**Cost Saving Synergies Committee Meeting #1101
Tuesday, February 1, 2011 2:00 PM
Third Floor Meeting Room, Winchester Hall**

Agenda

- I. Schedule Future Meeting Dates
- II. Overview and Expectations
- III. Establish Priority of Topics for Discussion
- IV. Closing Comments
- V. Adjourn

**Synergies Committee Meeting #1101
Tuesday, February 1, 2011
Third Floor Meeting Room – Winchester Hall**

Commissioner C. Paul Smith, *Vice President*, called to order a meeting of the Synergies Committee for Tuesday, February 1, 2011, at 2:00 p.m. Also present were Barry Stanton, Office of the County Manager; Karen Young, Alderman, City of Frederick; Jimmy Reeder and Dr. April Fleming-Miller, Frederick County Board of Education (BOE) and Doug Browning, Vice President, Frederick Community College (FCC).

The committee proposed exploring ways to reduce costs for services provided to The City of Frederick, Frederick County, BOE and FCC including looking at the following departments to determine what services they provide and if any of them could potentially be combined to reduce cost:

1. Warehousing
2. Interagency Information Technologies (IIT)
3. Purchasing
4. Insurance such as healthcare/automobile
5. Other benefits such as other post employment benefits
6. Audit services
7. Facility services
8. Sustainability/energy savings
9. Workplace safety and ergonomics
10. Law enforcement
11. Water and sewer/public works/underground utilities
12. Vehicle maintenance
13. Housing and community development
14. Economic development
15. Social and health services
16. Permitting and inspections
17. Finance and accounting
18. Parks and recreation

The committee proposed each of the identified departments provide an overview, identify potential obstacles and recommend ways to make the department more efficient.

The next meeting is scheduled for Friday, February 18, 2011, at 1:00 p.m., to review IIT functions.

The meeting adjourned at 3:30 p.m.


Mary Baker
Recording Secretary

Proposed Statement of the Synergies Committee

"Synergies Committee" is the name we have given to the group of representatives from Frederick County BOCC, Frederick County BOE, Frederick City and Frederick Community College, whose purpose is to explore and if possible implement changes in practices of these entities that can cut costs and increase efficiencies. The Synergies Committee welcomes the participation of other county municipalities. The Synergies Committee is only a recommending group; it has no authority to direct any of the participating entities.

The initial meeting was held Tuesday, February 1, 2011 in the third floor meeting room at Winchester Hall. Representatives in attendance were: Paul Smith (Vice Pres. BOCC); Karen Young (City of Frederick Alderman); Jimmy Reeder (Member, BOE); Dr. April Fleming-Miller (Member, BOE); Doug Browning (Vice Pres., FCC); and Barry Stanton (County Manager). Kirby Delauter (Commissioner, BOCC) is a member of the committee, but was absent this day.

Paul Smith has prepared this two-page document for the purpose of being a joint statement of the participants in this endeavor. At the next meeting (February 18th) if there is a consensus to issue this as a joint statement, we can do so. In the meantime this represents Commissioner Smith's understanding of our objectives and plans:

We propose to explore the identifying of possible and cost-saving and efficiency improvements that could be made through the cooperation of our respective governmental entities in the areas listed below. Identifying areas where there is a duplication of services is one step toward finding cost saving opportunities. We recognize that not all participants in this endeavor will participate in each area. We also recognize that not all areas are likely to yield cost-saving opportunities. But we want to facilitate the efforts of appropriate members of our staffs to identify areas where joint efforts can yield savings.

Areas of Potential Cost Savings/Efficiency Improvement

1. Warehousing
2. Information Technology (IT)
3. Purchasing
 - A. Goods & Services
 - B. Capital
4. Insurance
 - A. Health
 - B. Other
5. Other Benefits (HR & Finance Departments)
6. Audit Services
7. Facility Services
8. Sustainability/Energy Savings
9. Safety & Ergonomics
10. Law Enforcement (Sheriff & Police)
11. Water & Sewer/Underground Utilities
12. Vehicle Maintenance
13. Housing (County & City)
14. Economic Development
15. Social Services/Health/Frederick Com. Action Agency
16. Permitting & Inspections

17. Finance & Accounts Payable

18. Parks & Recreation

We propose that each of the participating entities will identify staff persons from the specific areas, who can then address the Synergies Committee at a pre-scheduled time and to give comments on proposals that could save time and money by working cooperatively with the other governmental entities. Once again, participation in each area is totally voluntary, so we recognize that every entity will not be participating in discussions of each area.

At the specified presentations, each entity will have an opportunity to give a 5-10 minute presentation of suggested actions. To facilitate and expedite the presentations, we suggest that each presenter cover the following aspects: (1) Suggest actions that can cut costs and/or increase efficiency; (2) Give whatever overview of facts and history that may be helpful to understand the need for and the benefit of the suggestion; and (3) Identify any obstacles or problems that might be caused by the suggested actions.

Following the presentations, the Synergies Committee will direct a question and answer period and a discussion of specific suggestions. Following the presentations and the discussion, the Synergies Committee will make a joint recommendation of follow-up study, analysis or actions to take.

We have scheduled the following dates and times for further meetings of the Synergies Committee, all of which are currently planned to be held at Winchester Hall:

Friday, February 18 th at 1:00 p.m. -	Information Technologies
Friday, February 25 th at 1:00 p.m. -	Warehousing
Thursday, March 3 rd at 2:00 p.m. -	TBD

We propose to hear presentations on IT services at the February 18th meeting and on Warehousing at the February 25th meeting. The cooperation of each participating entity will be necessary for these efforts to achieve beneficial results. We look forward to the meaningful participation of the four entities that are participating in the Synergies Committee. Once again, we want the other County municipalities to know that they are also welcome to participate in this exercise.

Paul Smith, VP BOCC
Kirby Delauter, BOCC
Karen Young, Alderman
Jimmy Reeder, BOE
April Fleming-Miller, BOE
Doug Browning, VP FCC
Barry Stanton, Co. Mgr.